

Coordinated Mobility Program

FTA Section 5310

2013 Application Process

Program Guidelines

Dan Harrigan and Sara Allred, ADOT

Suzanne O'Neill, TransitPlus, Inc.

Ann Beauvais, RAE Consultants, Inc.

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2013 Application Process

E-GRANTS System

- ▶ **System Access**
- ▶ **Basic System Functionality**
- ▶ **Q&A**

5310 Program Introduction

Discussion Overview

- ▶ **Federally Mandated Program Changes**
- ▶ **Impact on AZ Section 5310 program**
- ▶ **State Funding and Project Priorities**
- ▶ **Eligible Recipients and Projects**
- ▶ **Program Guidebook Provides Detailed Information**

Section 5310 Program Changes: MAP-21

Moving Ahead for Progress in the 21st Century

- ▶ **MAP-21 - Transportation Legislation for FY 2013 and FY 2014**
- ▶ **Focus Areas Include:**
 - **Stronger Coordination of Transportation Services – Pages 11-12 and 39-40**
 - **Better Asset Management – Pages 41-42**
 - **Stronger Safety Requirements – Pages 42-43**

Section 5310 Program Changes: MAP-21

Moving Ahead for Progress in the 21st Century

- ▶ **MAP-21 emphasizes increased program management and accountability.**
 - **Maintaining vehicles in a state of good repair**
Using asset management tools
 - **Stronger performance measures**
 - **Coordination as a basis of wise use of resources**
- ▶ **ADOT's guidelines reflect MAP-21.**

Section 5310 Administrative Changes: MAP-21

Moving Ahead for Progress in the 21st Century

Pages 14 and 23-24

- ▶ **Separate funding allocations are now made to:**
 - Large urban areas (Phoenix and Tucson)
 - ADOT for rural and small urban areas

- ▶ **The City of Phoenix, in coordination with MAG, will administer the 5310 program for the Phoenix-Mesa Urbanized Area.**

- ▶ **The City of Tucson is working with ADOT to administer its 5310 program.**

Section 5310 Structural Changes: MAP-21

Moving Ahead for Progress in the 21st Century

- ▶ The FTA Section 5317 New Freedom program has been merged into the 5310 program.
 - As a result, *Operating* funds are now eligible project expenses to be applied for.
- ▶ Section 5316 and 5317 funding is no longer available under MAP-21.
- ▶ Operating Funds are at a 50/50 match ratio.
- ▶ Capital Funds are now at a 80/20 match ratio.

Impact on AZ Section 5310 Program: MAP-21

New Direction and Focus

- ▶ **A New Program Model:**
 - *Working together in a region to make the best use of resources.*

- ▶ **Increased emphasis on:**
 - Program Management
 - Financial Management
 - Coordination

Arizona State 5310 Funding / Project Priorities

Types of Funding Available

Pages 23-24

▶ **Section 5310 Formula funds**

- All eligible projects in rural and small urbanized areas

▶ **Section 5310 STP funds**

- Capital equipment projects only (such as vehicles)
- Only available in rural portion of State

Arizona State 5310 Funding / Project Priorities

Amount of Funding Available

- ▶ **Section 5310 formula funds – *Initial Appropriation***
 - Rural: approximately \$300,000
 - Small Urban: approximately \$400,000
 - Urban Tucson / PAG region: approximately \$350,000
 - 5310 Reserve from FY 2012 (can be used in any region): approximately \$500,000

- ▶ **Section 5310 STP funds**
 - \$1.5 to \$2.0 million

Arizona State 5310 Funding / Project Priorities

Coordinated Mobility Program Priorities

Pages 25-26

- ▶ **Mobility management is the foundation;**
- ▶ **Information and referral is available;**
- ▶ **Capital investment decisions come from a mobility management framework;**
- ▶ **Regional mobility management priorities are identified; and**
- ▶ **Grantees have the capacity to provide service, manage project, and manage financial aspect.**

Arizona State 5310 Funding / Project Priorities

ADOT Section 5310 Project Priorities

Pages 14-20

- ▶ **Regional Mobility Management Activities**
 - Mobility Managers and developing processes/activities
- ▶ **Vehicles**
 - Adequate to meet peak needs; regional context
 - Maintained in a state of good repair
- ▶ **Operating Projects**
 - Projects must meet federal guidelines

Eligible 5310 Recipients and Projects

Eligible Mobility Management Projects

Pages 15-17

- ▶ **Mobility Management staff and related program costs**
 - Effective programs that build partnerships, support joint decision-making and improved use of resources.
- ▶ **Professional services**
 - IT, web design, or consulting for program development
- ▶ **Capital costs to develop joint dispatch and scheduling or one-call, one-click centers**
 - Hardware, software, AVL, and related equipment

Eligible 5310 Recipients and Projects

Eligible Capital Equipment Projects

Pages 17-20

- ▶ **ADOT's primary equipment focus is vehicle purchases.**
- ▶ **Example projects that can be applied for:**
 - Vehicles
 - Fleet maintenance equipment
 - Vehicle equipment/parts
 - Vehicle rehabilitation, manufacture, or overhaul
 - Operations and maintenance structures
 - Radios and communication equipment, computer hardware/software
 - Transit related Intelligent Transportation Systems (ITS)

Eligible 5310 Recipients and Projects

Eligible Capital Equipment Projects – Vehicles

- ▶ Investments in vehicles are to be supported in Regional Coordination Plan.
- ▶ Objectives:
 - “Right-sizing” the region’s vehicle fleet
 - Well used – appropriate mileage use
 - Peak hour and geographic constraints
 - Maintaining vehicles in a state of good repair
 - Providing accessibility

Eligible 5310 Recipients and Projects

Eligible Capital Equipment Projects – ADOT Purchased Vehicles Types

▶ **Maxivans**

- ▶ **With Lift - ADA Accessible: 8 ambulatory passengers**
- ▶ **Without Lift – Non-Accessible: 12 ambulatory passengers**

▶ **Cutaways**

- ▶ **With Lift – ADA Accessible: 9 ambulatory passengers**

▶ **Minivans**

- ▶ **With Lift – ADA Accessible: 5 ambulatory passengers**
- ▶ **Without Lift – Non Accessible: 5-7 ambulatory passengers**

Eligible 5310 Recipients and Projects

Eligible Operating Projects

Page 20

- ▶ **New eligibility category**
 - Results from combining “New Freedom” program with 5310 program
- ▶ **Projects must be part of Coordination Plan**
 - In support of priority objectives
- ▶ **Funding limits**
 - No minimum amount
 - Maximum of 45% can be spent on operating projects

Eligible 5310 Recipients and Projects

Eligible Operating Projects Cont.

- Operating Projects allowed must be *Public Transportation* with a purpose of:

- Exceeding the requirements of the ADA
- Improving access to fixed route service and reduce the reliance by individuals with disabilities on ADA Paratransit
- Providing alternatives to public transit that assist seniors and people with disabilities



Eligible 5310 Recipients and Projects

Eligible Recipients

Pages 12-14

- ▶ **Private Non-Profit Organizations (PNP)**
- ▶ **Governmental Authorities**
 - **City, County, Town and Tribal Governments**
 - If no PNP is readily available in the service area to provide the needed service
 - **Public Agencies such as COGs or MPOs**
 - Serving as lead agency for coordination projects

FY 2013 Timeline and Evaluation Process

Discussion Overview

- ▶ **FY 2013 Application Timeline**
- ▶ **Role of COG/MPO in Evaluation of Applications**

FY 2013 Application Timeline

Major Dates

Pages 8, 26-27

- ▶ **Application released April 9**
- ▶ **Webinar on E-Grants April 9 (1-4 pm)**
- ▶ **Applications due June 7**

FY 2013 Application Timeline

Major Dates Cont.

Pages 8, 27-28, 32-33

- ▶ Applications regionally reviewed and scored by July 29
- ▶ ADOT conducts final review in August
- ▶ Awards announced September 2013

Role of COG / MPO in Evaluation of Applications

COG / MPO Role Overview - Page 6

► COG / MPO Major Responsibilities:

- Develop and maintain Regional Coordination Plans.
- Review applications submitted for eligibility.
- Create and manage Regional Review Committees.
- Provide applicants and subrecipients technical assistance.
- Coordinate transportation coordination activities in their regions.

Role of COG / MPO in Evaluation of Applications

Project and Evaluation Criteria - Threshold

Page 28-29

- ▶ **COG / MPO will review applications for basic eligibility or “threshold” criteria.**
 - Application was submitted on time and complete.
 - Applicant “attended” the ADOT webinar on April 3rd.
 - Applicant certified agency eligibility requirements.
 - Project applied for are FTA eligible projects.
 - Project applied for are consistent with and listed in the Regional Coordination Plan.

Role of COG / MPO in Evaluation of Applications

Project and Evaluation Criteria - Evaluation

Page 29-32

- ▶ **COG / MPO will review applications based on evaluation criteria.**
 - **Project Management**
 - **Coordination**
 - **Project Specific Criteria**
 - **Mobility Management**
 - **Capital Equipment**
 - **Operating**

Program and Financial Management

Discussion Overview

- ▶ **Reporting and Lien Requirements**
- ▶ **FTA/ADOT Compliance: Site Visits**
- ▶ **Allowable Sources of Local Match**
- ▶ **Q&A**

Reporting and Lien Requirements

Performance Reporting

Pages 43 and 46

- ▶ **Quarterly Performance Measures**
 - Provide service information, i.e. number of trips
- ▶ **Quarterly Progress Reports**
 - Submitted with reimbursement requests
- ▶ **Annual Performance Measures**
 - For vehicles, submitted at the request of ADOT or at the time of annual vehicle inspection

Reporting and Lien Requirements

Updated Lien Requirements

Pages 47-49

- ▶ **Revised Lien Policy**
- ▶ **Liens are now released based off of mileage only**
- ▶ **Vehicles are released off lien at 100,000 miles**

Reporting and Lien Requirements

How long should it take to reach 100,000 miles?

Pages 47-48

- ▶ **Cutaway With Lift: 4.5 years**
- ▶ **Maxivan With Lift: 4 years**
- ▶ **Minivan With Ramp: 3.5 years**
- ▶ **Minivan No Ramp: 3.25 years**
- ▶ **Maxivan No Lift: 3.25 years**

Reporting and Lien Requirements

Lien Release and Underutilization Consequences

Pages 47-49

- ▶ **Liens are released only once per year**
 - **At time of ADOT annual vehicle inspection**
- ▶ **If a vehicle is underutilized, ADOT has the ability to remove the vehicle**
 - **Less than 20,000 miles a year for minivans, maxivans, trucks, SUVs, etc.**
 - **Less than 18,000 miles a year for cutaways**

FTA/ADOT Compliance: Site Visits

Site Visit Requirement

Page 54

- ▶ **Site Visits are completed periodically**
 - At least once every three years
- ▶ **Site Visit Focus**
 - Program Management
 - Financial Management
 - Vehicle Use and Maintenance
 - Safety and Training

FTA/ADOT Compliance: Site Visits

2013 5310 Site Visit Schedule and Process

- ▶ **ADOT is planning 50 site visits for 2013**
- ▶ **50 site visits will also be conducted in 2014 and 2015**
- ▶ **Subrecipients will be notified in advance of site visit**
 - **Receive a questionnaire to complete**
 - **Schedule when site visit occurs**

Local Revenue Requirements

Discussion Overview

Pages 36-39

- ▶ **Local cash match**
 - Requirements for match
 - Eligible and ineligible sources
- ▶ **In-kind Revenues**
 - Sources
 - Determining the value
 - Tracking
- ▶ **Cash versus in-kind revenues**

Local Match Requirements

Pages 36-39

▶ **Capital Vehicle Projects**

- Cash is required for local match and admin fee

▶ **Mobility Manager and Operating Projects**

- Can use a combination of cash and in-kind revenues
- Operating revenues (fares, donations, advertising) do not count as local match

Direct and Indirect Expenses

Pages 20-22, Appendix B

- ▶ **Agencies may charge eligible direct expenses**
 - All costs must be included in budget and directly related to transportation
 - **Operating Expenses**
 - Often these vary with the amount of service operated (drivers, fuel, parts)
 - **Administrative Expenses**
 - Often these are fixed costs (rent, phone)
- **Indirect expenses are not eligible**

Eligible Sources: Local Cash Match

Pages 35-36

► Eligible Sources

- Local gov't appropriations or dedicated taxes
- Private donations
- Advertising or concessions – net income
- Contracts for services
- Non US DOT revenues

In-eligible Sources - Local Match

Page 35

► Ineligible Sources

- Fares and donations
- Other US DOT funds

Cash versus In-Kind Revenues

Pages 34-39

- **Cash revenues come from your agency**
 - They may come from departments other than transportation.
- **In-kind revenues come from a third party**
 - The value must be documented

Document the Value of In-kind Revenues

In-Kind Match Valuation Proposal

Pages 36-39

- ▶ **An In-Kind Match Valuation Proposal must be submitted with the grant application.**
 - Formal documentation of how the value of the in-kind match is determined.
 - Use form in Appendix C for every third party contributed good or service.

Document the Value of In-kind Revenues

In-Kind Match Valuation Proposal

Pages 36-37

- Includes donor name, description, and description of how FMV determined.

Is this a Good or Service? (G or S)	Description of the Goods and/or Services	When The Goods and Services will be Donated (month/year)	Fair Market Value (FMV) of Goods and/or Services
			\$
			\$
			\$
			\$
	Total Value		\$

VOLUNTEER PERSONNEL

Hourly Rate_____

Activity (List All Related Volunteer Activities Here)	Date	Hours	Total Value
TOTAL FOR MONTH			

Date: _____

Document the Value of In-Kind Revenues

Determining Fair Market Value

Pages 37-39

► For donated services:

- Volunteers valued at the pay for similar work.
- In your organization or at other agencies
- http://www.independentsector.org/volunteer_time

► For donated equipment, space, or property:

- Fair market value or rental rate at time of donation

FY 2013 Application

Discussion Overview

- ▶ **Form Outline**
- ▶ **ADOT Expectations**
- ▶ **Q&A**

FY 2013 Application

Parent / Child Relationship

- ▶ **E-Grants and the application are built around a parent / child relationship.**
- ▶ **The parent or umbrella organization will create a system profile and one application.**
- ▶ **All “child” or satellite offices will fall under the parent or umbrella organization.**

FY 2013 Application Form Outline

- ▶ **13 potential forms applicants need to complete**
- ▶ **Number of forms to complete is dependent on type and number of projects requested**
- ▶ **Within types of form, applicants can create multiple forms**

FY 2013 Application

Form Outline

Application Selection

The screenshot shows a web browser window with the URL <http://demo.agatesoftware.com/IntelliGrants>. The breadcrumb trail indicates the user is in the '5310 Application Menu' > 'Forms Menu'. At the top right of the form area are three buttons: 'SAVE', 'MARK AS COMPLETE', and 'CHECK GLOBAL ERRORS'.

APPLICATION SELECTION

Instructions:

- Select the checkboxes below that correspond to applicant organization and types or projects this application is for.
- Click the **Save** button, and the appropriate pages will be displayed.
- Complete the application either by select the 'Forms Menu' link above, or 'SUMMARY OF PROJECT AND FUNDING REQUEST(S)' link at the bottom of the page.

What type of Project(s) are you applying for? (Select 'Yes' for all that apply)

☐ Yes ☐ No Capital

☐ Yes ☐ No Operating

☐ Yes ☐ No Mobility Management

☐ Yes ☐ No This application includes project request(s) for a regional mobility management project at the **COG/MPO** level. If this is the case, complete the questions in this section AND provide project detail in the *Regional Mobility Management Project Request(s) Section*.

☐ Yes ☐ No This application includes project request(s) for mobility management activities at the **sub-regional level**. Sub-regional projects will only be considered for areas where regional mobility management programs exist. If this is the case, complete the questions in this section AND provide project detail in the *Sub-Regional Mobility Management Project Request(s) Section*.

☐ Yes ☐ No Do you provide a transportation service?

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
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The bottom of the browser window shows a Windows taskbar with icons for Internet Explorer, File Explorer, Google Chrome, and Microsoft Word. The system clock in the bottom right corner displays '3:15 PM 4/1/2013'.

FY 2013 Application

Form Outline

Project vs. Program

- ▶ **ADOT's application is designed to ask questions about the project(s) being applied for.**
- ▶ **There is a difference between your transportation program and a specific transportation project.**
- ▶ **ADOT wants to know first about your program, then about your projects.**

FY 2013 Application

Form Outline

Transportation Program Specific Forms

- ▶ **Transportation Program Specific Forms are:**
 - Program Information
 - Civil Rights
 - Training Program
 - Coordination of Transportation Services
 - Regional Mobility Management Program Information
- ▶ **Information required on these forms provides a picture of your entire transportation program.**

FY 2013 Application

Form Outline

Program Information

- ▶ **Program Information form asks for:**
 - Agency Mission
 - Types of Clients / Passengers Served
 - Hours and Days of Service Operation
 - Trip Types
 - Fleet Size
 - Number and Type of Program Staff
 - Agency Budget

FY 2013 Application

Form Outline

Program Information – Agency Budget

The screenshot shows a web browser window with the URL <http://demo.agatesoftware.com/IntelliGrants>. The page title is "IntelliGrants - Docu...". At the top right of the application area are three buttons: "SAVE", "MARK AS COMPLETE", and "CHECK GLOBAL ERRORS".

The main heading is "FY 2012 Agency and/or Transportation Program Budget Revenues".

DEDICATED FUNDING SOURCES OR CONTRACTS	OPERATING	CAPITAL	TOTAL
City, town or county funds (list type below)			
a. <input type="text"/>	<input type="text"/>	<input type="text"/>	
b. <input type="text"/>	<input type="text"/>	<input type="text"/>	
c. <input type="text"/>	<input type="text"/>	<input type="text"/>	
d. <input type="text"/>	<input type="text"/>	<input type="text"/>	
e. <input type="text"/>	<input type="text"/>	<input type="text"/>	
Title III (Older Americans Act)	<input type="text"/>	<input type="text"/>	
TANF (Temporary Assistance to Needy Families)	<input type="text"/>	<input type="text"/>	
Medicaid	<input type="text"/>	<input type="text"/>	
Charter Service	<input type="text"/>	<input type="text"/>	
Other Contracts (list type below)			
a. <input type="text"/>	<input type="text"/>	<input type="text"/>	
b. <input type="text"/>	<input type="text"/>	<input type="text"/>	
c. <input type="text"/>	<input type="text"/>	<input type="text"/>	
d. <input type="text"/>	<input type="text"/>	<input type="text"/>	
e. <input type="text"/>	<input type="text"/>	<input type="text"/>	
TOTAL DEDICATED FUNDING SOURCES OR CONTRACTS			

The Windows taskbar at the bottom shows the Start button and several application icons (Internet Explorer, File Explorer, Google Chrome, Firefox, VLC, Word). The system tray on the right shows the time as 4:40 PM and the date as 4/1/2013.

FY 2013 Application

Form Outline

Program Information – Agency Budget

0 of 1000

SAVE MARK AS COMPLETE CHECK GLOBAL ERRORS

Expenditures

EXPENSES	OPERATING	CAPITAL	TOTAL
Salaries and Wages	<input type="text"/>	<input type="text"/>	
Benefits	<input type="text"/>	<input type="text"/>	
Insurance	<input type="text"/>	<input type="text"/>	
Fuel	<input type="text"/>	<input type="text"/>	
Utilities	<input type="text"/>	<input type="text"/>	
Materials and Supplies (e.g., oil, tires, etc.)	<input type="text"/>	<input type="text"/>	
Vehicle Maintenance and Repair Services	<input type="text"/>	<input type="text"/>	
Contract (purchased) Transit Services	<input type="text"/>	<input type="text"/>	
Leases and Rentals	<input type="text"/>	<input type="text"/>	
License Fees and Taxes	<input type="text"/>	<input type="text"/>	
Administrative Costs	<input type="text"/>	<input type="text"/>	
Vehicle Depreciation	<input type="text"/>	<input type="text"/>	
Miscellaneous (explain type below)	<input type="text"/>	<input type="text"/>	
TOTAL EXPENSES			

Explain the miscellaneous expenditures the agency/transportation program has that are not itemized in the categories above.

FY 2013 Application

Form Outline

Civil Rights

- ▶ **Civil Rights form asks applicants about all related policies and procedures.**
 - **Civil Rights Complaints**
 - **Title VI Non Discrimination**
 - **EEO**
 - **LEP**
 - **DBE**
 - **ADA**
 - **Drug/Alcohol Free Workplace & Safe Environment**

FY 2013 Application

Form Outline

Training Program

- ▶ **Training Program form requests information from applicants about:**
 - **Transportation related training provided by the agency**
 - **Safety policies and procedures**

FY 2013 Application

Form Outline

Coordination of Transportation Services

- ▶ **Coordination of Transportation Services form asks questions about focus areas directly tied project evaluation criteria.**
 - **Participation in regional coordination activities**
 - **Board support for transportation coordination**
 - **Integration of coordination into transportation program activities**
 - **Applicant's level of involvement in coordinating services or resources with other agencies**

FY 2013 Application

Form Outline

Regional Mobility Management Program Information

- ▶ **Regional Mobility Management Program Information form is region specific.**
- ▶ **The form is only required if an applicant is applying for a mobility management project.**
- ▶ **What is regional mobility management program focus?**

FY 2013 Application

Form Outline

Transportation Project Specific Forms

- ▶ **Transportation Project Specific Forms are:**
 - **Summary of Project and Funding Request**
 - **Capital Request**
 - **Operating Request**
 - **Regional Mobility Management Request**
 - **Sub-Regional Mobility Management Request**
- ▶ **Information required on these forms provides project specific information.**

FY 2013 Application

Form Outline

Summary of Project and Funding Request

- ▶ **Lists all the projects the applicant is applying for.**
- ▶ **Projects are identified by agency location.**
- ▶ **Projects are to be listed individually, do not group capital requests such as several bus replacements.**

FY 2013 Application

Form Outline

Summary of Project and Funding Request

Applicant Agency Name

Project Summary

1	Project Title		Priority Number	
	Location Address			
	Brief Description of Proposed Project			
		0 of 500		
	Funding Request Amount	FTA Request: <input type="text"/>	Local Match: <input type="text"/>	Total Cost: <input type="text"/>
	Project Type	<input type="radio"/> Capital <input type="radio"/> Operating <input type="radio"/> Mobility Management		COG/MPO Region <input type="text"/>

2	Project Title		Priority Number	
	Location Address			
	Brief Description of Proposed Project			
		0 of 500		
	Funding Request Amount	FTA Request: <input type="text"/>	Local Match: <input type="text"/>	Total Cost: <input type="text"/>
	Project Type	<input type="radio"/> Capital <input type="radio"/> Operating <input type="radio"/> Mobility Management		COG/MPO Region <input type="text"/>

3	Project Title		Priority Number	
	Location Address			

FY 2013 Application

Form Outline

Summary of Project and Funding Request

0 of 500 SAVE MARK AS COMPLETE CHECK GLOBAL ERRORS

Funding Request Amount	FTA Request:	Local Match:	Total Cost:
Project Type	<input type="radio"/> Capital <input type="radio"/> Operating <input type="radio"/> Mobility Management		COG/MPO Region: <input type="text"/>

2013 SECTION 5310 PROJECT FUNDING REQUESTS

2013 OPERATING (ALL PROJECTS)			2013 CAPITAL (ALL PROJECTS)			2013 MOBILITY MANAGEMENT (ALL PROJECTS)		
FTA REQUEST(S)	LOCAL MATCH	TOTAL	FTA REQUEST(S)	LOCAL MATCH	TOTAL	FTA REQUEST(S)	LOCAL MATCH	TOTAL
<input type="text"/>	\$0	\$0	<input type="text"/>	\$0	\$0	<input type="text"/>	\$0	\$0
2013 TOTALS								
FTA REQUEST(S)	LOCAL MATCH	TOTAL						
\$0	\$0	\$0						

Navigation Links

Status	Page Name	Note	Created By	Last Modified By
	APPLICATION SELECTION		Beauvais AO, Ms. Ann 4/1/2013 3:36:03 PM	Beauvais AO, Ms. Ann 4/1/2013 8:13:22 PM
	SUMMARY OF PROJECT AND FUNDING REQUEST(S)			
	PROGRAM INFORMATION			
	CIVIL RIGHTS			
	TRAINING PROGRAM			
	COORDINATION OF TRANSPORTATION SERVICES			

FY 2013 Application

Form Outline

Capital Request

► Capital Request Form

- Capital Type**
- Cost**
- Who is responsible party?**
- Need**
- Vehicle Performance**

FY 2013 Application

Form Outline

Capital Request – General Information

The screenshot displays a web browser window with the URL <http://demo.agatesoftware.com/IntelliGrants>. The browser's address bar shows the IntelliGrants application. The page title is "IntelliGrants - Docu...". The application interface includes a navigation bar with buttons: SAVE, ADD, DELETE, PRINT VERSION, ADD NOTE, MARK AS COMPLETE, and CHECK GLOBAL ERRORS. The main content area is titled "General Project Information" and contains five numbered questions. Question 1 is "Project Title (should be the same as Summary of Requests tab)" with a dropdown menu. Question 2 is "Project Description (will populate when page is saved)". Question 3 is "Priority of Requested Projects (will populate when page is saved)". Question 4 is "Is the capital request tied to an operating project(s)?" with radio buttons for "Yes" and "No*". Below this, it says "If yes, which operating project(s)? Use the same project title that's on the summary page." with a dropdown menu. Question 5 is "If the capital request is tied to operating project(s), can the operating project be funded without the capital project or vice versa?" with radio buttons for "Yes" and "No*". Below the questions is a section titled "Capital Request Information" with the question "1. What is the capital request for? (mark one)". It has four checkboxes: "Replacement of Vehicle or Equipment in Existing Transportation Service", "Expansion of Fleet or Inventory to Accommodate Increased Demand in Existing Transportation Service", "Expansion of Fleet or Inventory to Accommodate Additional (New/Expanded) Transportation Service", and "Establish New Service by Purchase of New Vehicle or New Equipment". The Windows taskbar at the bottom shows the Start button and icons for Internet Explorer, File Explorer, Google Chrome, and Microsoft Word. The system clock in the bottom right corner shows 9:05 AM on 4/2/2013.

General Project Information

1. Project Title (should be the same as Summary of Requests tab)

2. Project Description (will populate when page is saved)

3. Priority of Requested Projects (will populate when page is saved)

4. Is the capital request tied to an operating project(s)?
☐ Yes ☐ No*

If yes, which operating project(s)? Use the same project title that's on the summary page.

5. If the capital request is tied to operating project(s), can the operating project be funded without the capital project or vice versa?
☐ Yes ☐ No*

Capital Request Information

1. What is the capital request for? (mark one)

☐ Replacement of Vehicle or Equipment in Existing Transportation Service

☐ Expansion of Fleet or Inventory to Accommodate Increased Demand in Existing Transportation Service

☐ Expansion of Fleet or Inventory to Accommodate Additional (New/Expanded) Transportation Service

☐ Establish New Service by Purchase of New Vehicle or New Equipment

FY 2013 Application

Form Outline

Capital Request - Cost

2. What is the cost of the capital request?

a. Choose the VEHICLE TYPE requested.

\$62,000 Cutaway With Lift 9 Passengers

\$62,000 Cutaway With Lift 9 Passengers

\$58,000 Maxivan With Lift 8 Passengers

\$50,000 Mnivan With Ramp 3-5 Passengers

\$26,000 Maxivan No Lift 12 Passengers

\$24,000 Minivan No Ramp 5-7 Passengers

Other Vehicle Type (Other vehicle type requests are limited. See Guidebook for details. Provide Type and Total Cost):

OR

b. Enter the Total Cost of the EQUIPMENT requested.

Total Cost \$0

FTA Share Amount \$0

Local Share \$0

If cost is entered manually by the applicant, how was the cost determined? Quotes to substantiate the cost request must be attached if obtained from vendor.

0 of 500

Browse...

3. What client base will be serviced by the capital request?

FY 2013 Application

Form Outline

Capital Request – Vehicle Replacement

The screenshot shows a web browser window with the URL <http://demo.agatesoftware.com/IntelliGrants>. The browser has two tabs: "IntelliGrants - Docu..." and "IntelliGrants - Docu...". The application interface includes a top navigation bar with buttons: SAVE, ADD, DELETE, PRINT VERSION, ADD NOTE, MARK AS COMPLETE, and CHECK GLOBAL ERRORS. The main content area displays the following questions:

9. What is the transportation program's fleet accessibility ratio (if a vehicle is requested)? (See guidebook instructions for how to calculate.)

Replacement Request

Answer the next four questions only if requesting to **replace** vehicles or capital equipment in *existing transportation service*.

1a. Last 4 digits of VIN of vehicle to replace, if replacing a vehicle. (Make sure this VIN is listed in the vehicle inventory.)

OR

1b. Age of equipment to replace, if replacing equipment.

2. Why is there a need to replace the vehicle or capital equipment?

0 of 500

3. What is the impact on the transit agency if the vehicle or equipment is not replaced?

0 of 500

The Windows taskbar at the bottom shows the Start button and several application icons: Internet Explorer, File Explorer, Google Chrome, a red icon, a video player, and Microsoft Word. The system clock in the bottom right corner displays 9:13 AM on 4/2/2013.

Vehicle Inventory Sheet

[illegible]

Vehicle Availability Sheet

[illegible]

FY 2013 Application

Form Outline

Operating Request

► Operating Request Form

- Project Type
- Need and Project Benefits
- Service Implementation Plan
- Project Effectiveness and Performance Indicators
- Fiscal Capacity

FY 2013 Application

Form Outline

Operating Request – Performance Indicators

The screenshot shows a web browser window with the URL <http://demo.agatesoftware.com/IntelliGrants>. The page title is "IntelliGrants - Docu...". The main content area is titled "6. Project Effectiveness and Performance Indicators*" and includes buttons for "SAVE", "MARK AS COMPLETE", and "CHECK GLOBAL ERRORS".

Below the title, a instruction reads: "Complete table with Estimated Performance Measure Data (provide data as applicable to service type on left)".

<input type="radio"/> Fixed Route	Annual One-Way Passenger Trips:	<input type="text"/>
<input type="radio"/> Flexible Route	Annual Vehicle Service Hours:	<input type="text"/>
<input type="radio"/> Shuttle Feeder	Annual Vehicle Service Miles:	<input type="text"/>
<input type="radio"/> Demand Response	Total Vehicles in Service (exclude spares/backups):	<input type="text"/>
	Total Operating Expenses:	<input type="text"/>
	Total Administrative Expenses:	<input type="text"/>
	Cost Per Mile:	\$0
	Cost Per Passenger Trip:	\$0
<input type="radio"/> User-Side Subsidy or Vouchers (e.g., taxi)	Annual One-Way Passenger Trips:	<input type="text"/>
<input type="radio"/> Vanpool	Annual One-Way Passenger Trips:	<input type="text"/>
<input type="radio"/> Car-Sharing	Number of Vehicles:	<input type="text"/>

6a. How did your agency determine that the service type (i.e. fixed route, demand response, etc.) and route/schedule proposed or currently in place is the most effective to meet the needs of the passengers served?

0 of 1000

6b. Describe what performance indicators have been identified to evaluate the effectiveness of the project in terms of meeting identified goals and objectives.

FY 2013 Application

Form Outline

Operating Request – Project Budget

The screenshot displays the IntelliGrants web application interface. The browser address bar shows the URL <http://demo.agatesoftware.com/IntelliGrants>. The application title is "IntelliGrants - Docu...".

Form Fields:

- b. Benefits
- c. Insurance
- d. Fuel
- e. Utilities
- f. Materials and Supplies
- g. Vehicle Maintenance and Repair Services
- h. Contract (Purchased) Transit Services (Identify):
- i. Leases and Rentals
- j. License Fees and Taxes
- k. Direct Administrative Costs (i.e.: Office Materials and Supplies; Telephone Services; Office Rental; Office Equipment)
- l. Other (i.e.: vouchers; etc.) (Identify):

Buttons: SAVE, MARK AS COMPLETE, CHECK GLOBAL ERRORS

TOTAL EXPENSES

Local Match Sources

An "In Kind Match Valuation Proposal" is to be created and submitted with all operating and mobility management applications that use in kind as a source of local match(Capital cannot use in kind for match). Please upload the In Kind Match Valuation Proposal here.

Buttons: Browse...

IDENTIFY SOURCE(S) OF LOCAL MATCH

- a.
- b.
- c.

AMOUNTS

TOTAL LOCAL MATCH

The Windows taskbar at the bottom shows the time as 10:24 AM on 4/2/2013. The ADOT logo is visible in the bottom left corner of the slide.

FY 2013 Application

Form Outline

Regional and Sub-Regional Mobility Management

- ▶ **Regional and Sub-Regional Mobility Management Request Forms**
- ▶ **Same form outline, sub-regional projects must have regional program support**
 - **Project Type**
 - **Narrative Description of Project**
 - **Project Budget**

FY 2013 Application

Form Outline

Regional and Sub-Regional Mobility Management

The screenshot shows a web browser window with the URL <http://demo.agatesoftware.com/IntelliGrants>. The page has a header with navigation icons and a status bar with buttons: **SAVE**, **MARK AS COMPLETE**, and **CHECK GLOBAL ERRORS**. A note at the top states: "Required fields are marked with an *".

Below the header, a text prompt reads: "Answer all the following questions for each operating request."

The main section is titled **General Project Information** and contains two numbered items:

1. Project Title (should be the same as Summary of Requests tab)
2. Priority of Requested Projects

Below these items is a table with three columns: FTA REQUEST(S), LOCAL MATCH, and TOTAL.

FTA REQUEST(S)	LOCAL MATCH	TOTAL

The next section is titled **Specific Project Request** and includes the instruction: "Identify PROJECT TYPE:". Below this are three checkboxes with their corresponding descriptions:

- ☐ Mobility Management Staffing and Related Program Costs
- ☐ Mobility Management Project Costs (Outside professional services such as IT, Design, Consulting, etc.) or Planning Costs to develop mobility management projects that will benefit the region (Outside professional consulting support).
- ☐ Mobility Management Capital Costs (AVL, GPS, IT Equipment to support one call/one click centers or joint scheduling/dispatch centers)

At the bottom of the form area, there is a section titled **Navigation Links** with a horizontal list of links.

The Windows taskbar at the bottom shows the time as 10:50 AM on 4/2/2013, along with system icons and a taskbar containing icons for Internet Explorer, File Explorer, Google Chrome, and Microsoft Word.

FY 2013 Application

Form Outline

Required Certifications and Documents

- ▶ **Required Certifications and Documents form**
 - **Agency Eligibility**
 - **Coordination Plan**
 - **Financial Management**
 - **Upload Required Documents**

FY 2013 Application

Form Outline

Grant Agreement

► Grant Agreement

- Must be signed electronically and submitted in the system
- Contact information is also required

FY 2013 Application

Form Outline

Grant Agreement

The screenshot displays the IntelliGrants web application interface. The browser address bar shows the URL <http://demo.agatesoftware.com/IntelliGrants>. The application has two tabs: "IntelliGrants - Docu..." and "IntelliGrants - Docu...". The main content area is divided into two columns for contact information.

SUBRECIPIENT Program Contact

Contact
Mailing Address
Phone
Fax
Email

SUBRECIPIENT Agreement Contact

Contact
Mailing Address
Phone
Fax
Email

SAVE CHECK GLOBAL ERRORS

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

SUBRECIPIENT

By _____

Signatory Name (Printed):
Signatory Title (Printed):
Date Signed

**STATE OF ARIZONA
Arizona Department
of Transportation**

By _____

Joseph S. Omer,
Division Director
Multimodal Planning
Division
Date Signed

The Windows taskbar at the bottom shows the Start button and several application icons: Internet Explorer, File Explorer, Google Chrome, a red icon, a yellow icon, and Microsoft Word. The system tray on the right shows the time as 11:14 AM on 4/2/2013.

FY 2013 Application

ADOT Expectations

Form Order

- ▶ **Forms should be completed in the order laid out in the system**
- ▶ **Applicants must start with the Applicant Selection form in order to determine what other forms to complete**

FY 2013 Application

ADOT Expectations

General Tips

- ▶ **ADOT wants to see applications that are:**
 - **Complete**
 - **Planned and well thought out**
 - **Detailed with accurate budgets**

FY 2013 Application

ADOT Expectations

General Tips

- ▶ **ADOT wants to see applications that:**
 - **Build a strong argument for funding based on fact**
 - **Emphasize coordination and are based on regional coordination plan activities**
 - **Address more than just need**

FY 2013 Application

Q&A

Contact Information

Dan Harrigan

Program Manager

Section 5310 Coordinated Mobility Program

E-mail: dharrigan@azdot.gov

Phone: (602) 712-8232